

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Program Analyst	
		Division and/or Subdivision SFM / California Underground Facilities Safe Excavation Board	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento	
		Class Title of Position Associate Governmental Program Analyst (AGPA)	
		Position Numbers 543-570-5393-702	
		Effective Date July 1, 2017	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Under the direction of the Staff Services Manager II, the AGPA is responsible for developing fundamental documentation, drafting, providing, and presenting original complex analysis using technical information to the members of the California Underground Facilities Safe Excavation Board (Board), to stakeholders, and to relevant state and federal agencies. Duties include, but are not limited to, the following:		
35%	<p>*Regulation and Standard Development: the AGPA manages projects that support the development of regulations and legislatively-mandated excavation and excavation-related communication standards; including noticing, conducting, and reporting on stakeholder workshops, developing statements of reason, economic impact analyses, and notices of proposed action. Draft responses to stakeholder concerns, coordinate and negotiate with other state agencies, and maintain rulemaking files. Coordinate and maintain communication with excavators, including agriculture, and with utility operators to maintain and complete projects successfully.</p>		
	<p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory _____			
Initials and date			

Percentage of Time
 Required

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35%

***Technical Safety Analyses:** Develop work products that guide the Board's policy decisions, including those that aid the understanding of the California's baseline state of excavation safety, propose strategies to improve safety, and that develop metrics and other tools to evaluate progress. Coordinate with relevant state and federal agencies and perform analyses drawn from a variety of sources, including reported damages, housing permit activity, construction spending, and other data determined to correlate with or confound safety improvement. Complete and present work products on hard deadlines in many forms, both written and oral, such as Board meeting agenda items, solicitations for information, and reports mandated by federal grants.

25%

***Board Activity Support:** Identify and secure locations in various parts of the state for board meetings, workshops, and annual education and outreach conferences. *Prepare solicitations for targeted education and outreach grants, evaluate applications, and prepare draft award notices in compliance with the State Administration Manual. Manage accounts from different funding sources, including federal grants.

5%

Other relevant duties as assigned: Such duties may include preparing the annual report to the Governor and Legislature, assisting legal staff in the timely response to Public Records Act requests, assisting the Executive Officer in the analysis of legislative proposals, and maintaining knowledge and expertise in safe digging trends within the state and in other parts of the country.

Desirable Qualifications

Strong interpersonal skills and patience in working with stakeholders and staff of other state agencies, fundamental understanding of statistics and the visual presentation of data. Must be able to travel an average of three days a month to Board meetings, workshops, and meetings with other state agencies.

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

Posted to Directory

Initials and Date